

BEDFORDSHIRE AND LUTON FIRE AND RESCUE SERVICE  
FIRE SAFETY GUIDANCE NOTE  
NO 65

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
PREMISES FIRE RISK ASSESSMENT / FIRE STRATEGY DOCUMENT**

**1. Introduction**

- 1.1 In October 2006 the Regulatory Reform (Fire Safety) Order 2005 replaces the Fire Precautions Act 1971 along with the Fire Precautions (Workplace) Regulations 1997 (As Amended). The Management of Health and Safety at Work Regulations 1992 and the Workplace (Health, Safety and Welfare) Regulations 1992 implemented certain European Union Directives relating to health and safety, including the requirement to conduct health and safety risk assessments. The above mentioned Reform Order, builds on the 1997 regulations and consolidates over 100 other pieces of legislation that specifies provisions in fire safety.
- 1.2 Further guidance is detailed in the appendix, however, fire risk assessment will be used as the basis for compliance and as such, a suitable and sufficient risk assessment will greatly assist in meeting the requirements of the Fire Safety Order.
- 1.3 The responsibility for meeting the requirements of the Order is the 'Responsible Person'. This means anyone who has control of the premises or a degree of control over certain areas or systems. This could include: the employer, managing agent or owner for shared parts of the premises, or the occupier (e.g. self employed).
- 1.4 The local Fire and Rescue Authority will enforce the order and has the power to inspect premises to check that the responsible person is complying with the duties made under the order.
- 1.5 Once a fire risk assessment has been completed, this guidance note provides a methodology for recording significant findings and details of the fire safety measures in place.
- 1.6 The fire safety guides detailed within the guidance note have been specifically produced by HM Government for use by employers, managers, occupiers etc in order that they can undertake the risk assessment and comply with the requirements of the legislation.

**2. Risk Assessment**

- 2.1 There are two elements to any risk assessment, firstly identify the **hazards** and then assess the **risk**. Hazards are things that are potentially harmful, such as a sharp knife, electricity and of course fire. Risk is a measurement of the probability of the harm occurring, for instance we know that a sharp knife can cause serious injury but how likely is it

- 2.2 In simple terms, the process of risk assessment can be achieved using 5 steps.
- a. **Identify Fire Hazards:** that may be present in the workplace (it is important to remember when 'hazard spotting' that at this stage you are not attempting to solve all the problems at once).
  - b. **Identify People at Risk:** by assessing the likelihood of harm occurring, taking into account the numbers of people likely to be affected and the severity of any injuries.
  - c. **Evaluate, Remove or Reduce and Protect from Risk:** where possible remove any hazards and for those that cannot be removed, put in place procedures and controls to reduce the likelihood of it occurring. However, it is obvious that risks vary in magnitude and there will be a point at which a risk can be ignored as 'negligible'.
  - d. **Record, Plan, Inform, Instruct and Train:** recording periodically all significant information.
  - e. **Review:** to ensure that control systems are working and any changes that have occurred in the workplace are taken account of.

### 3. Fire Risk Assessment

- 3.1 The 'Responsible Person' should already be carrying out general health and safety risk assessments as part of their duties under the Management of Health and Safety at Work Regulations 1992. Under the Regulatory Reform (Fire Safety) Order 2005, **the risk of fire must now also be included**, either as part of the general assessment or documented separately.
- 3.2 Fire carries a significant risk due to the frequency with which it occurs and the potential cost in both human and financial terms. If fire does occur, there is a likelihood that workers will be trapped by the fire or injured as they attempt to escape.
- 3.3 Although fires can start in any location and general precautions will need to be applied, the risk assessment should also indicate where the most probable fire risks are. It will identify where fires may start and anyone who may be at risk from that fire. Provided adequate fire safety measures are taken that minimise the risk, you will have been deemed to comply with the regulations.
- 3.4 The Management of Health and Safety at Work Regulations 1992 states that if you have **five or more** employees then you must keep a formal record of the significant findings of the risk assessment and any measures you propose to deal with them. A record must also be kept of any group of employees that are especially at risk. A Fire Safety Log provides a means of recording when risk assessments are carried out and the actions taken. It will need to be updated regularly and the contents made known to all employees.
- 3.5 The assessment should take into account all persons that might be at risk including:
- employees
  - customers
  - authorised visitors
  - contractors
  - persons with disabilities

- 3.6 If you share the workplace with others then you may need to co-ordinate measures with them to check that they are aware of the significant risks that have been identified and what has been done about them.
- 3.7 The assessment should include:
- Identifying combustible materials and sources of ignition.
  - Checking that the fire would be detected in a reasonable time and people warned.
  - Checking that people including persons with disabilities who may be in the building can get out safely
  - Checking that people at risk know what to do if there is a fire.
  - Ensuring that there is adequate fire safety equipment and that it is maintained.
  - Taking steps to remedy defects or deficiencies found.
- 3.8 There are many methods and systems of risk assessment; the fire strategy document provides a detailed method of documenting the fire risk for your premises and the systems that are in place to mitigate the risk. It should provide the 'Responsible Person' with a step by step guide that will help to:
- Develop systems to manage fire risk
  - Identify combustible materials and sources of ignition that may cause a fire.
  - Identify whether anyone will be put at risk from a fire.
  - Document the fire safety and management systems in place that will help to reduce the risk of fire occurring and ensure that those in the building can escape quickly and safely.
- 3.9 **The fire risk assessment should be reviewed periodically and whenever significant changes are made which could affect it, eg after building alterations, increases in the number of people present, new materials or processes introduced.**
- 3.10 The fire strategy document should be used as a guide to assist the 'Responsible Person' in carrying out a fire risk assessment. When completed, the Fire Authority cannot guarantee that the premises will have adequate fire safety measures that meet the standards required so it is important that the fire safety guides are referred to if shortfalls in fire safety measures are identified.
- 3.11 The Fire Authority should be made aware of any significant hazards that may pose a particular risk to fire-fighters and/or require specific measures to deal with the hazard(s). Examples are provided to assist you. Where identified, they should be documented on the reply slip and forwarded to the address shown.

AFSMN;TB/SN  
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## FURTHER ADVICE

If you require any further advice please contact your local Fire Safety Office at one of the following addresses:

Bedfordshire and Luton Fire  
and Rescue Service  
Northern Area Office  
Barkers Lane  
BEDFORD  
MK41 9SB

Bedfordshire and Luton Fire  
and Rescue Service  
Southern Area Office  
Studley Road  
LUTON  
LU3 1BB

Email address:

[NAOFireSafetyAdministration@bedsfire.com](mailto:NAOFireSafetyAdministration@bedsfire.com)

[SAOFireSafetyAdministration@bedsfire.com](mailto:SAOFireSafetyAdministration@bedsfire.com)

All telephone enquiries (01234) 351081

### References:

- Statutory Instrument 2005 No 1541: The Regulatory Reform (Fire Safety) Order 2995
- Management of Health and Safety at Work Regulation 1999 ISBN 0-7176-2488-9
- Disability Discrimination Act 1995 Code of Practice ISBN 0-11-702960-6

### Fire Safety Guidance:

Web Site of the Department for Communities and Local Government – [www.communities.gov.uk](http://www.communities.gov.uk) provides free downloads of the following guides (follow the links to 'Fire and resilience' or 'Fire Safety Legislation')

### Fire Safety Guides

Entry Level Guide: A Short Guide to Making Your Premises Safe from Fire (Leaflet)

Guide 1	Offices and Shops	ISBN- 13 978 1 85112815 0
Guide 2	Factories and Warehouses	ISBN- 13 978 1 85112816 7
Guide 3	Sleeping Accommodation	ISBN- 13 978 1 85112817 4
Guide 4	Residential Care Premises	ISBN- 13 978 1 85112818 1
Guide 5	Educational Premises	ISBN- 13 978 1 85112819 8
Guide 6	Small and Medium Places of Assembly	ISBN- 13 978 1 85112820 4
Guide 7	Large Places of Assembly	ISBN- 13 978 1 85112821 1
Guide 8	Theatres and Cinemas	ISBN- 13 978 1 85112822 8
Guide 9	Outdoor Events	ISBN- 13 978 1 85112823 5
Guide 10	Healthcare Premises	ISBN- 13 978 1 85112824 2
Guide 11	Transport Premises and Facilities	ISBN- 13 978 1 85112825 9

### Appendix

[Premises Fire Strategy Document](#) (Word Version)

[Premises Fire Strategy Document](#) (.PDF Version)